

## **DEPUTY POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Police Chief in the planning and directing of all operations of the police department. The incumbent of this class will be required to perform the duties of the Police Chief in the Chief's absence. The Deputy Police Chief is directly responsible for personnel management functions, for performing public relations duties as assigned by the Police Chief, for producing records and reports to document department activity, and for assisting in managing all law enforcement operations of the department. The employee of this class works with little supervision, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in managing all operations of the police department. Performs the duties of the Police Chief in the Chief's absence. Assists in determining how to organize all department operations, including how to deploy available personnel. Conducts inspections of the various services of the department and observes operations. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Assists in negotiations with police labor unions.

Reviews incoming communications and either personally handles matters or assigns them to a subordinate. Reviews reports written by subordinates. Completes any forms and records and writes any reports required to document the activity of the police department. Writes letters in answer to oral or written requests or required to handle needs of the police department. Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget.

Promotes a positive public image of the work of the department in the daily performance of duties. Makes speeches or conducts demonstrations on law enforcement topics at schools or meetings

of citizen's groups. Answers inquiries from the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Investigates complaints against department personnel and formulates a recommendation for action to be taken. Interviews prospective employees and makes recommendations on hiring. Holds meetings with subordinates to receive reports or disseminate information. Approves leave. Inspects the appearance of subordinates to insure compliance with department standards for safety and propriety. Evaluates work performance of subordinates, and writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action as directed by the appointing authority.

Assists the Police Chief in overseeing the law enforcement functions of the department, including patrol and general law enforcement, traffic control and traffic accident investigations, special tactical operations, criminal investigation, and handling of juveniles.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Police Major with at least two (2) years in this

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| BR  | 04-12-72 |
| Rev | 07-10-75 |
|     | 03-04-76 |
|     | 10-04-83 |
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|     | 11-18-04 |

class preceding application to the board. The two (2) years is to be counted from the date of probational appointment.

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